



Regulations, conditions for
submitting and presentation of
abstracts



CONTENTS

Important dates	P. 3.
General conditions.....	P. 4.
Submission of abstracts.....	P. 5.
Submission instructions.....	P. 6.
Review and selection of abstracts.....	P. 8.
Notification of acceptance of abstracts.....	P. 8.
Presentation of abstracts	P. 9.
Awards.....	P. 12.
Legal notice.....	P. 13.
Contact.....	P. 14.



IMPORTANT DATES

- **15 March 2022:** Opening of call for abstracts.
- **30 June 2022:** Deadline of call for abstracts.
- **31 August 2022:** Information on abstracts acceptance.
- **20 September 2022:** Information on presentation of abstracts.



GENERAL CONDITIONS

- Abstracts from the Sociedad Española de Prótesis Estomatológica y Estética (SEPES) will only be sent through the platform provided for this purpose: <https://congresosepes.org/2022grancanaria/>
- SEPES agrees to evaluate for its Annual Congress all contributions related to prosthodontics, aesthetics and related dental subjects that have not been published or accepted for publication prior to submission. By submitting, the authors of the abstract undertake to comply with this condition.
- By submitting the abstract, the author declares that he/she is aware that SEPES is a non-profit organisation, and that the publication will be of an academic nature. Therefore, the author authorises the dissemination for the sole purpose of disclosing it to the academic and scientific community, respecting the moral rights of the author and, consequently, maintaining the integrity of the text, title and information, safeguarding it from mutilations or modifications other than those necessary for the electronic publication of the work, which generate inaccuracies, or which violate the content and image. SEPES accepts no responsibility for the opinions and/or interpretations expressed in these recordings and/or any infringement of third-party intellectual property rights that may be contained therein
- The submission of abstracts implies the explicit acceptance by the authors of SEPES' evaluation and decision-making process. The organisation reserves the right to reject without review those abstracts that do not comply with the submission format or the above-mentioned criteria of acceptability.
- Abstracts resulting of the disintegration of a single paper and those that do not meet internationally accepted ethical standards are not acceptable. The submission of the results of the same study in several abstracts shall be avoided.
- Abstracts may be presented in both Spanish and English.
- We recommend that you submit your abstracts well in advance.
- Submissions that do not follow the rules set out in this document will be rejected.
- Accepted abstracts must be presented at the 50th + 1 Annual SEPES Congress at Gran Canaria.



SUBMISSION OF ABSTRACTS

- The submission period is from 15 March to 30 June 2022. All submissions received after this deadline will be rejected.
- Abstracts will be sent exclusively through the online form available in the abstracts section of the Congress website. Those sent by other means will not be accepted.
- It is necessary to register in the system in order to be able to send abstracts. Registration is free and gives access to each user's personal area where they can upload and manage their files. Registration in the system does not lead to registration for the Congress. You must register using the specific online registration form available on the Congress website.
- Once the abstract has been sent, changes can be made through the platform (<https://congresosepes.org/2022grancanaria/> until 30 June 2022). From this date onwards, you can contact the Technical Secretariat of the Congress by e-mail at congresos@meetandforum.com although we cannot guarantee that it will be possible to include the requested changes in the respective abstracts outside the deadline.
- The main author may appear as co-author in other abstracts but may only present one oral abstract or poster as main author.
- If an abstract is accepted, the main author is committed to its presentation. The abstract shall be signed by one author and a maximum of five co-authors.
- Failure to present an abstract without a justified cause will result in the exclusion of the first signatory from presenting abstracts at the SEPES Annual Congress for two years.



SUBMISSION INSTRUCTIONS

Title

- Use sentence format, only capital letters for the first letter of the title. Write a short title that clearly indicates the nature of the work. The maximum size of the title is 200 characters.

Main author and inclusion of co-authors

- The main author will always be the user who is sending the abstract.
- Indicate the name and surname (preferably two surnames) and institution to which each of the co-authors of the abstract belongs.
- The maximum number of co-authors is five per abstract. Please ensure that the information given for each co-author is correct.
- Co-authors must be informed by the main author that they have been included as co-authors on the submitted abstract.
- Co-authors should be included with the first letter of the first name and surname in capital letters, the rest in lower case.

Abstracts

- Abstracts should be no longer than 400 words.
- The abstract will be structured in the following sections: introduction & objectives, methodology, results, and conclusions. The methodology section may describe both clinical or laboratory procedures and the materials and method, depending on whether the abstract is clinical or research in nature.
- Any conflict of interest in relation to the abstract must be disclosed by the authors in it.
- Tables and images may not be included. Do not cut or paste symbols into the text. After each semicolon, begin the next paragraph without any additional line breaks. Do not capitalise or underline sentences in the text. Do not include bibliographic citations.
- Abbreviations may be used. Unfamiliar abbreviations shall be followed by their meaning in brackets the first time they are used.
- Please read your abstract carefully before submitting it.



Areas

- The author must specify for each abstract the area and type of presentation in which he/she wishes to submit his/her abstract. The areas available are:
 - Orofacial Pain and Temporomandibular Disorders.
 - Dental education.
 - Implantology.
 - Interdisciplinarity.
 - New Technologies.
 - Dental Materials.
 - Fixed Prosthesis.
 - Removable prosthesis.

Types of presentation

- The types of presentation available for abstract submission are:
 - Oral Clinical Abstract.
 - Oral Research Abstract.
 - Clinical Poster Abstract.
 - Research Poster Abstract.
- Abstracts that do not achieve the score to be included as oral presentations will be considered for poster presentation, if the main author so wishes.

Ethical and legal standards for the publication of abstracts

- Each abstract should indicate whether a favourable report from the Research Ethics Committee (REC) is available, pending or not requested.
- The current rules for the publication of abstract are:
 - Clinical studies: Favourable report from the REC.
 - Prospective and retrospective observational studies: Favourable report from the REC.
 - Clinical case: Written informed consent in the case of submission of photographs or recordings.



REVIEW AND SELECTION OF ABSTRACTS

- In order to guarantee a high scientific standard, each abstract will be evaluated by four reviewers, who will judge it without disclosing the identity of the authors and their origin.
- The usual reasons for rejection are:
 - An abstract is not related to prosthodontics and/or aesthetics.
 - The nature of the problem is not correctly specified in the abstract.
 - The abstract is poorly organised and/or incomplete, according to the established rules.
 - The work has been published prior to the submission of the abstract.
- Once all the evaluations of the abstracts have been received, the SEPES Scientific Committee will choose, according to the average score obtained by each one, which abstracts will be accepted for oral, or poster presentation and which ones will not be accepted.

NOTIFICATION OF ACCEPTANCE OF ABSTRACTS

- Once the selection has been made by the Scientific Committee, the main author will be notified of the result by e-mail to the address indicated in the system. The notification received cannot be challenged.
- Acceptance notifications should indicate the type of final presentation (oral abstract, poster or SEPES Junior) and specify the day of the session and the starting time.
- Abstracts not accepted by the Scientific Committee will be returned and those accepted will become property of SEPES.
- It is the responsibility of the author defending the abstract to register for the SEPES 2022 Conference for its presentation, according to the established fees.
- If you do not receive notification after 27 September 2022, you should contact the Technical Secretariat of the Congress via e-mail at congresos@meetandforum.com to check the status of your abstract
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PRESENTATION OF ABSTRACTS

- The main author is responsible for the presentation of the abstract. If this is not possible, one of the co-authors must be designated for the presentation.

Oral Abstracts

- All presentations will be made in Power Point or Keynote, with a single projector and on a single screen. Personal computers may not be used. If unusual fonts are used, they must be embedded in the presentation.

If videos are included, they must also be embedded.

- On the day of the presentation, it is essential that you go to the Audio-visual Secretariat so that the IT technicians can adjust the presentation in case it is not displayed correctly.
- The time allowed for each presentation will be ten minutes, leaving five minutes for discussion and change of speaker.
- For each oral abstract modality (clinical, research and SEPES Junior) there will be a specific jury.
- In each reading room there will be an evaluation committee of three members, of which only two will score. The chairperson of each room, the oldest member, shall give the floor to the author, inform him or her of the time used, inform him or her when there is one minute left, grant a minute of courtesy if necessary and moderate the subsequent debate.
- They will issue during the session a first individual evaluation of each abstract on a preliminary rating form. At the end of the course, they will meet to make a reasoned overall grade, using the final grade forms which will be the minutes of the meeting.
- In the event of a large number of abstract, more than one evaluation committee will be set up for this modality. In order to determine the winning abstract, in the case of two or more rooms, the highest scoring entry from each room will compete again in front of all the members of the jury in that category.
- The chairman of the jury, the oldest member, will communicate directly to the Scientific Committee the decision of the jury, which will be final. Subsequently, the report will be kept on file at SEPES headquarters and can be examined by any member upon request.



- Therefore, the best abstract will be determined in each category: clinical, research and SEPES Junior. These will be kept secret until the public event at which the winners will be announced. A mention will also be given to the second-best abstract in each category.

Posters

- The works must be submitted with format 90 centimetres wide/110 centimetres high. No audio-visual equipment may be used.
- Posters must be placed in the assigned space by 10:30 a.m. on Thursday, 13 October 2022. A delegate of the Organising Committee will be present to coordinate the auxiliary staff who will inform the authors and check the correct installation and arrangement of the material.
- A timetable will be established for the poster presentation session in both categories (clinical and research). The main author must be present in the room and stand next to his or her work, explaining any doubts and questions to the audience and the jury.
- The duration of the session will depend on the number of posters but will not exceed 3 hours. During this time, the author must be present near his or her work.
- All posters will be presented to the evaluation committee in a five-minute oral presentation with five-minute discussion with the evaluators.
- For each type of poster (clinical and research) there will be a specific jury, made up of three members, who will evaluate all the works using the official qualification forms, after asking the authors the corresponding questions.
- At the end of the session, they will meet in private and issue the final evaluation.
- In the event of a large number of posters, more than one evaluation committee will be set up for this modality. To determine the winning poster, in the case of two or more commissions, the poster with the highest score in each session will compete again before all the members of the jury in that category.
- The chairman of the jury, the oldest member, will communicate directly to the Scientific Committee the decision of the jury, which will be final. Subsequently, the report will be kept on file at SEPES headquarters and can be examined by any member upon request.



- Therefore, the best work in each category - clinical and research - will be determined. These will be kept secret until the public event at which the winners will be announced. A mention will also be given to the second-best poster in each category.



AWARDS

The Spanish Society of Prosthetics and Aesthetics (SEPES) will award the following prizes:

- **SEPES Junior Award for the best Clinical Oral Abstract** presented in Spanish by a SEPES member under 30 years of age. The prize will consist of a scholarship with a financial endowment valued at €3,000 for training at a national or foreign institution, to be agreed with the Board of Directors; in addition to the option of publishing the work, after review by the Editorial Committee, in the International Journal of Stomatological Prosthetics and mention of having won the prize.
- **SEPES Junior Award for the best Oral Research Abstract** presented in Spanish by a SEPES member under 30 years of age. The prize will consist of a scholarship with a financial endowment valued at €3,000 for training at a national or foreign institution, to be agreed with the Board of Directors; in addition to the option of publishing the work, after review by the Editorial Committee, in the International Journal of Stomatological Prosthetics and mention of having won the prize.
- **Prize for the Best Clinical Oral Abstract:** The prize will consist of a financial endowment valued at €1,000, as well as the option of publishing the work, after review by the Editorial Committee, in the International Journal of Stomatological Prosthetics and mention of having won the prize.
- **Prize for the Best Oral Research Abstract:** The prize will consist of a financial endowment valued at €1,000, as well as the option of publishing the work, after review by the Editorial Committee, in the International Journal of Stomatological Prosthetics and mention of having won the prize.
- **Prize for the Best Clinical Poster Abstract:** The prize will consist of a financial endowment valued at €1,000, as well as the option of publishing the work, after review by the Editorial Committee, in the International Journal of Stomatological Prosthetics and mention of having won the prize.
- **Prize for the Best Research Poster Abstract:** The prize will consist of a financial endowment valued at €1,000, as well as the option of publishing the work, after review by the Editorial Committee, in the International Journal of Stomatological Prosthetics and mention of having won the prize.



LEGAL NOTICE

Publication of Abstracts

By submitting, you authorise the Sociedad Española de Prótesis Estomatológica y Estética (SEPES) the right to use your abstracts in any format both in the App and on the Congress website.

Data protection

The personal data collected will be incorporated and processed in a file registered in the General Data Protection Register of the Spanish Data Protection Agency. SEPES is responsible for the file. The use of personal data will be confidential and will be used exclusively for the management of communications made by the entity and will not be used for any other purpose. The interested party may exercise the rights of access, rectification, suppression, limitation, portability, cancellation and opposition by writing to the Sociedad Española Prótesis Estomatológica y Estética, Calle Rey Francisco 14 (5º derecha), 28008 Madrid or sepes@sepes.org Your request shall take effect upon receipt and for as long as you do not expressly state otherwise.

The author declares that he/she has requested and obtained the express consent of the persons appearing in his/her publications. The express consent includes the publication of this image of the person concerned on posters, website and photographs taken during the presentation of the congress by SEPES. The organisation may require authorisation to the author of the publication with the express signed consent of the person concerned.

Additional, detailed and up-to-date information on personal data protection can be found on our website. We recommend that you carefully read our privacy policy, legal notice and cookie policy for all legal information.

Intellectual property

SEPES reserves all rights of publication and use of all or part of the abstracts and/or posters submitted, and the author therefore assigns his/her intellectual property rights to SEPES. This assignment includes the rights of dissemination and publication of its scientific activity and is considered to be granted exclusively, free of charge and without limit of time, language or geographical area.

The assignment is made under these circumstances, given the assignee's status as a non-profit scientific entity, and authorising it to disseminate and transmit the results in any type of medium, without any limitation whatsoever.



CONTACT

For any questions or queries, please do not hesitate to contact the Technical Secretariat of the Congress:

Meet & Forum

- Contact person: Cristina Albardonedo
- Telephone: 91 517 87 88
- E-mail: congresos@meetandforum.com